

Handling Digital information and material Policy - Exams

Responsible post holder	Exams Manager
Approved by / on	Senior Leadership Team – September 2023
Next Review	May 2024
Relationship to Strategic Goal	<ul style="list-style-type: none"> • Goal: to deliver high quality outcomes across all aspects of the group’s business
Publication Method	SharePoint

1. Introduction and Purpose:

- This policy is to ensure the importance of maintaining the integrity and security of digital examination information and materials at London South East Colleges.

2. Scope:

- This policy is to cover all digital aspects in exams such as candidate data, question papers, mark schemes, BTEC secure digital papers and files. FS online tests, vocational online tests, AAT online tests and any other online/computer tests or related materials at London South East Colleges.

3. Roles and Responsibilities:

- Exam team, invigilators, London South East Colleges Tutors, and IT support are the only College staff that can have access to digital material/information prior and after the exam.
- All College staff are reminded of the importance of awareness, training, and adherence to the policy guidelines.

4. Security Measures:

- To ensure security measures to safeguard digital examination information and material London South East Colleges have put in place:
 - Password protection and secure access controls for digital files and systems.
 - Regular backup and secure storage of digital examination information.
 - Encryption of sensitive data during transmission and storage.
 - Measures to prevent unauthorized access, such as firewalls and antivirus software.

5. Data Privacy and Protection:

- All digital examinations are run in compliance with the General Data Protection Regulation (GDPR).
- All personal data, including collection, storage, sharing, and retention is in accordance with GDPR.
- Staff members are aware of their responsibilities in maintaining data privacy and confidentiality, training is mandatory for College staff every year.

6. Secure Examination Platforms:

- London South East Colleges have secure exam logins and systems for conducting digital examinations.
- Depending on the requirement they can secure browsing, restrictions on copying or printing, and protection against cheating or unauthorized access.
- All digital examinations with high security will be covered by invigilation and monitoring of these digital platforms can be done by our exam and IT department during examinations.

7. Communication and Reporting:

- Any breaches, security incidents, or suspicious activities related to digital examination material must be reported to the Examination Manager.
- The Executive Principal and Chief Learning Officer, the Quality Assurance Manager, and the Examination Manager will investigate and report any potential vulnerabilities or concerns with the relevant awarding body.

8. Staff Training and Awareness:

- Training sessions to educate the College staff about the policy, guidelines, security measures, and best practices when dealing with Digital exam material.
- Ensure London South East Colleges staff have the correct up-to-date awarding body guidelines when dealing with digital exam material.

9. Policy Review and Updates:

- This policy will be reviewed yearly to ensure it remains up-to-date with the latest guidelines, regulations, and technological advancements.
- London South East Colleges exam team will update the policy and communicate any changes to relevant staff members in accordance with JCQ rules and regulations. Policy to be agreed with SLT.

10. Compliance and Consequences:

- Staff = Non-compliance of the London South East Colleges policy or JCQ rules and regulations in relation to digital examination material would be regarded as malpractice and the awarding bodies could revoke the centre/campus approval.
- Learner = Non-compliance of the London South East Colleges policy or JCQ rules and regulations in relation to digital examination material would be malpractice; the learner would be reported to the awarding body and the learner could be disqualified from subject exams in the present or future exam series.

Remember, this is a general outline based on the information available up to September 2021. It is crucial to refer to the latest JCQ guidelines and consult with relevant stakeholders within your college to ensure your policy aligns with current best practices and requirements.